

ASSISTANT
GS-0344-07

I. INTRODUCTION

This position is located in the U. S. Department of Labor (DOL), Employment and Training Administration (ETA). This technician position performs technical work in support of management analysis and/or program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position provides substantive technical support to management and/or program analysts. Typical duties performed include the following: controlling the maintenance and development of various administrative directives using knowledge of the established content and format requirements and the purposes and functions of the organizations involved; reviewing proposed directives to ensure proper arrangement of material, consistency with existing directives, and proper distribution; using knowledge of the purposes, objectives, and requirements of various organizational programs and projects to track progress in meeting objectives and use of resources; reviewing the funding, labor hours, and equipment time used and projecting milestones met by comparing monthly project status reports to established resource allowances and performance requirements; for completed projects calculating the total amount of funding, staff hours, and equipment time used, and salary, material, and other costs incurred; producing graphs showing planned and actual project milestone dates; for continuing programs, collecting and sorting data for scheduled reporting dates, compiling data and preparing periodic reports, maintaining library of current and historical copies of reports for assigned program areas; periodically inspecting the files of supported or monitored offices to ensure all records are stored and labeled correctly, contain current material, and are not duplicated.

III. FACTOR LEVELS

Factor 1 – Knowledge Required by the Position FL 1-4 550 pts.

Practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes, objectives, products, services, resource requirements, and similar features of Government programs and organizations.

Knowledge of an extensive body of management and/or program analysis technical rules, guidelines, regulations, and precedents. Knowledge of the basic objectives and policies governing various management or program operations.

Skill in applying basic data gathering methods to collect various types of factual information.

Writing skills to prepare clear, concise reports that describe the data collection techniques and other

processes and procedures used, conditions of management or program operations, and recommended improvements.

Factor 2 – Supervisory Controls

FL 2-3

275 pts.

The supervisor or higher level employee defines the objectives, priorities, and deadlines for projects or assignments and assists the employee with unusual situations, problems, or studies that do not have clear precedents. The incumbent plans and carries out the successive steps of management and/or program analysis technical projects and assignments and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices. The supervisor or higher level employee evaluates reports and other completed work for technical soundness, appropriateness of conclusions or recommendations, consistency, relevance of support material, and compliance with policies and requirements. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 – Guidelines

FL 3-3

275 pts.

Guidelines include governing legislation, general regulations, DOL and ETA policy and procedures, as well as work plans, practices and directives applicable to the area to which assigned. Due to the unique or complicating characteristics of the assignments, guidelines lack specificity or are not completely applicable to the work requirements, circumstances, or problems. The incumbent uses judgment in interpreting and adapting guidelines to apply to specific situations.

Factor 4 – Complexity

FL 4-3

150 pts.

The work consists of various duties, projects, or assignments involving different and unrelated management and/or program analysis technical processes and procedures. The incumbent decides what needs to be done by considering the characteristics, practices, objectives, and interrelationships of various work units, program areas, and/or management or program operations. The incumbent selects, adapts, and applies the most suitable practices, procedures, methods, and precedents to collect and analyze various types of information, formulate conclusions, define needs, and/or make recommendations for resolving problems to higher level employees.

Factor 5 – Scope and Effect

FL 5-3

150 pts.

The incumbent plans and carries out assignments or projects to improve the efficiency and productivity of organizations or program operations. Work affects the design of organizational structures and workflow; the evaluation and improvement of operating program efficiency and effectiveness; the use and management of staff, funding, equipment, and other resources; and the design or use of similar management or program operations.

Factors 6 & 7 – Personal Contacts/ Purpose of Contacts Level 2.b. 75 pts.

The incumbent regularly has personal contacts with employees in the same agency, but outside the immediate organization, including managers, employees, and other representatives of the programs involved or organizations served. Contacts may also include members of the general public, as individuals or groups, in moderately structured settings. Contacts are to plan, coordinate, or advise on work efforts; discuss significant findings; or resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals.

Factor 8 – Physical Demands FL 8-1 5 pts.

The work is primarily sedentary and requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Factor 9 – Work Environment FL 9-1 5 pts.

Work is performed in an office or similar setting requiring normal safety precautions against everyday risks or discomforts. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1485 pts.

IV. UNIQUE POSITION REQUIREMENTS *(For titling purposes the immediate supervisor is to mark the **one** description below which describes the position)*

___ The principle responsibilities of the incumbent primarily involve performing work in support of management analysis functions and processes. *(Management Assistant)*

___ The principle responsibilities of the incumbent primarily involve performing work in support of program analysis functions and processes. *(Program Assistant)*

___ The principle responsibilities of the incumbent primarily involve performing work in support of a mix of management and program analysis functions, when neither is predominant. *(Management and Program Assistant)*